



Greater Boston Federal Executive Board (GBFEB)

ANNUAL REPORT FY 2006

INTRODUCTION

National Archives and Records Administration Regional Administrator Diane P. LeBlanc served as Chair in 2006 with Postmaster Marsha A. Cannon as Vice Chair. With their leadership, the GBFEB accomplished much in 2006 despite the challenges posed by a 50% reduction in resources (one staff person) mid-year and the national FEB restructuring.

EPA New England continued to serve as our funding agency in 2006. We are grateful for their support for the tenth consecutive year. Fiscal challenges required that EPA pull-back some of their support and the GBFEB lost its' second (GS – 11) full-time employee in May 2006. The GBFEB operated with just one full-time staff, the executive director, for the duration of the year. This presented some challenges regarding our ability to meet US Office of Personnel Management expectations vs. available resources. Succession, particularly in the event of an emergency, is also being discussed. We are lucky to have an incredibly active 21-member Board of Director and ex officio members.

The Board of Directors recommended that the Executive Director undergo “secret” security clearance in May 2006. The Board felt that it was important as we move forward with restructuring and focusing on the two Lines of Business, including Emergency Planning, Employee Safety and Security.

Following a series of thorough and candid discussions, the Board of Directors submitted comments on the proposed restructuring for the FEB network. The Boston FEB fully supports the efforts to standardize FEB activities nationwide via the Lines of Business.

Advance the Administration’s Goals and Initiatives

HOMELAND SECURITY

The GBFEB made strides in further implementing its Emergency Decision and Notification Policy in 2006. Launched in 2004, this Policy plots an “all-hazards” approach to workforce planning among local Federal agency response during emergencies. Our policy was shared with our FEB counterparts early in 2006 as plans evolved for the network to become more involved in

all-hazards preparedness. It is being emulated across the Country. Of special note is that our discussions were expanded in 2006 to include planning for about a potential pandemic influenza.

The GBFEB organizational structure continued to host three important functions including: Emergency Decision and Notification and Homeland Security Standing Committees and an official Liaison to the Law Enforcement Community. Each was led by a Board of Directors member. RADM Timothy Sullivan chaired Emergency Decision and Notification and US Secret Service Special Agent in Charge Steven D. Ricciardi pulled double duty by chairing the Homeland Security Committee and serving as the Liaison to the Law Enforcement Community.

NATIONAL WEATHER SERVICE AS EX OFFICIO MEMBER

The New England Region often experiences weather emergencies, particularly related to snow during the winter months. In 2006, Chair Diane LeBlanc appointed the National Weather Service's Northeast Forecast Office Director Robert Thompson as an ex officio member of our Board of Directors. This ensures that the National Weather Service is closely engaged with the GBFEB and actively weighs in during these weather-related emergencies. We'll rely on them as subject-matter experts to keep the Federal community informed.

The Board of Directors also voted to modify our winter storm procedures to include making recommendations during work hours.

FULL BOARD EMERGENCY CONTACT INFORMATION

We embarked on a major initiative to collect 24/7/365 contact information for a minimum of 2 senior-level officials from each member agency. This included sending an official request via certified mail to each agency, co-signed by Chair LeBlanc, FEMA Regional Director Art Cleaves and Secret Service Special Agent in Charge Steven Ricciardi. Currently, we are at more than 95% compliance with the request. We are grateful to the National Archives and Records Administration for funding and coordinating of the mailing.

We operated two emergency communications mechanisms that would enable us to reach our full membership. EDIAL, provided for us by GSA England, enabled us to contact our members during and after hours via telephone message. A web portal, provided by the Federal Protective Service, enabled us to host real-time chats and send mass emails to members.

NEW ENGLAND INTERAGENCY COOP EXERCISE

In May 2006, our COOP Working Group executed a New England Interagency COOP Exercise (NICE) focusing on a hurricane scenario. The half-day program was facilitated by FEMA and included more than 40 Federal agencies and their senior officials. Included were "injects" about the needs and expectations of the Federal Executive Board. The program was successful in helping agencies to identify "interdependencies." There were several outcomes from the NICE, including the need for a dependable 24/7/365 communication mechanism and the need to coordinate local agency COOP locations. It is important to note that during the program, several agencies informally discussed their COOP locations and realized that they had identified the same space as a sister agency. Further, agencies expressed the desire to be able to find one another in the event of a COOP exercise. We are especially thankful to COOP Working Group

members from FAA, National Archives and Records Administration, IRS Andover Campus, EPA, HUD and HHS for their year-long planning and contributions to this program.

WEAPONS OF MASS DESTRUCTION (WMD) TRAINING:

The GBFEB was the first Federal Executive Board to host a special briefing by the Defense Science Board (DSB) of the Pentagon in December 2005. The DSB completed a study entitled "Reducing the Vulnerability to WMD," conducted from a national point of view, vice a DoD-specific view, so it was interest to other agencies. The study's emphasis was on inter-agency communication and coordination to mitigate a WMD event. Of special note was that all briefing participants were required to have a minimum of a secret clearance level.

BUILDING STATE AND LOCAL RELATIONSHIPS:

Several members of the FEB leadership and staff, including Chair Diane LeBlanc (Regional Administrator for the National Archives and Records Administration), Homeland Security Committee Chair Steve Ricciardi (Special Agent in Charge for the US Secret Service,) newly appointed FEMA Regional Director Art Cleaves, accompanied by FEMA Deputy Ken Horak and Federal Protective Service Acting Regional Director Tom McGoff, met with a key official representing the City of Boston's Homeland Security Department on June 23. Lt. Phil McGovern provided an overview of the City's Departmental structure (recently reorganized) and discussed ways in which the local and Federal workforce representatives can be better engaged. This includes partnering to offer preparedness training for employees and educating employees about the City's new Evacuation Routes.

GBFEB MEETING WITH ARCHIVIST OF THE UNITED STATES DR. ALLEN WEINSTEIN

The National Archives and Records Administration hosted our May 2006 Board meeting coupled with a networking event featuring a private session with the new Archivist of the United States Dr. Allen Weinstein. Dr. Weinstein discussed NARA's priorities and exchanged ideas with many of NARA's key regional clients. The Chair used this opportunity to bring the Federal leadership together to discuss our new lines of business. Also note that we included the City of Boston and held discussions related to emergency planning - and that this forum was specifically highlighted in a positive way in the City of Boston's Annual Homeland Security Report.

COOP WORKING GROUP:

For the second year, we hosted an active COOP Working Group that brought together local Federal COOP and Emergency Planners quarterly in 2006. In line with the Administration's priorities, we became more actively involved in planning for a pandemic influenza. We distributed OPM's guidance in installments immediately upon their issue. The COOP WG was also represented at a forum for the business community hosted by the US Chamber of Commerce locally.

HSPD – 12 BRIEFING

We worked with GSA New England to coordinate a briefing on HSPD-12 for its Client Advisory Board in March 2006. The GBFEB identified the appropriate parties from the Office of Management and Budget and from the GSA Central offices to make a presentation before more

than 40 agency representatives. Agencies were concerned with meeting the deadlines of HSPD-12 without creating backlogs in the credentialing process.

LESSONS LEARNED FROM HURRICANE RELIEF FORUM

On Monday, March 27, 2006, we hosted a special forum to discuss lessons learned and best practices from hurricane response and relief. Speakers included prominent local Federal, state and local government leaders who were, and continue to be, involved in the efforts along the Gulf Coast. The goal was to learn from their experiences and to replicate practices that may assist our community with its preparedness efforts. The forum was well attended with over 100 Federal leaders and a handful of state and local representatives represented.

The GBFEB was represented at the US Attorney's Anti-Terrorism Advisory Council's annual meeting and regularly participated in the Massachusetts Emergency Management Agency's Emergency Management Team meetings. This included participating in MEMA's multi-day hurricane response tabletop exercise just prior to hurricane season in June 2006.

GUIDANCE FROM STATE AND LOCAL OFFICIALS:

In July 2006, a major construction accident shut down one of the City's most utilized tunnels for an extended period thus disrupting traffic across the State. The GBFEB remained informed of State and local plans to mitigate increased traffic and encourage alternate routes of transportation for commuters in and out of the City of Boston and we widely distributed formal guidance from State and local officials

TSA BRIEFING:

The June 2006 Board of Directors meeting featured an Executive Briefing on the *sensitive level* by George Naccara, Area Director for the Transportation Security Administration (TSA,) on the newly implemented *Screening Passengers on Technique* (SPOT) program currently being utilized by TSA and developed locally here in Boston. This was only the second public group ever, our Diversity committee being the first, to participate and provide feedback on this briefing and it netted positive results. TSA engaged several new constituency groups, its main objective, as a result of this briefing.

GENERAL ACCOUNTING OFFICE PROJECT:

The Greater Boston FEB was interviewed by the General Accounting Office on July 11, 2006 as part of their study on the FEB network's ability to provide services and resources during an emergency. Chair Diane LeBlanc was accompanied by several key members of our Board and started with an "opening statement" where she provided an overview of our structure, organizational chart, and significant changes in regards to Emergency Planning (EP) that have been made since 2001, including adding several key EP agencies as ex officio members of our Board of Directors. Accompanying her were: EPA - our funding agency; FEMA; our liaison to the law enforcement community from Secret Service; our homeland security chair - Coast Guard; our HHS representative and our Vice Chair - the postmaster. We provided agendas and minutes from our Board meetings dating back 2 years as well as agendas, fliers, summary reports and other documentation of educational sessions, trainings, COOP exercises, etc. We were asked for strategic planning documents, annual reports, action plans, funding agreements and

much more. (A complete document list is available upon request.) *The study is scheduled to be released in March 2007.*

*Customer Feedback: Since our Museum is open on Sundays, your weather information is useful to us and we really appreciate your passing it along. Many thanks.
Deborah Leff, Director, John F. Kennedy Presidential Library and Museum*

Create and Advance Local Initiatives

COMBINED FEDERAL CAMPAIGN:

The GBFEB is actively involved in the Eastern Massachusetts Combined Federal Campaign (CFC) hosting both the CFC and the Local Federal Coordinating Committee (LFCC) as standing committees and led by Board of Directors members. In 2006, the GBFEB Executive Director served as the Chair of the LFCC and led a transition to a new Campaign Manager (PCFO.) The 2005 CFC raised just over \$2.2 million. FAA New England Regional Administrator Amy Lind Corbett chaired the CFC and served as the chief spokesperson. The LFCC worked closely with the CFC to completely rework the manner in which we do business and to effectively reach the new generation of donors.

COMMENTS OF NEW CFC REGULATIONS:

The LFCC thoroughly reviewed and commented on the proposed regulation changes impacting the CFC. We fully support OPM's efforts to modernize the CFC with these changes.

CAMPAIGN TO PROMOTE PUBLIC SERVICE:

For the fourth consecutive year, we hosted an active Campaign to reach out to high school students and high school guidance counselors. This included maintaining a speakers' bureau and making high-level Federal speakers available for presentations at the high school level. Early in the new fiscal year, we hosted our second "Seminar for Guidance Counselors" with more than 100 guidance counselors from across Massachusetts learning about careers in the Federal government, benefits, resources, student hiring programs and more.

For the fourth year, with the National Archives and Records Administration as the lead, we facilitated a mailing to more than 400 high schools in districts across Massachusetts. We provided all Campaign materials and presentations in hard copy and offered resources and speakers. About half a dozen schools requested the materials in Spanish.

SHARED NEUTRALS PROGRAM:

Now in its 7th year, our Shared Neutrals Program continued to provide a low-cost mediation alternative for local agencies.

PRESIDENTIAL MANAGEMENT FELLOWS PROGRAM:

The GBFEB was actively engaged with the local US Office of Personnel Management entity to plan and execute the Presidential Management Fellows interviews in early 2006. Staff identified interview locations, negotiated agreements, recruited and served as panelists.

IRISH LEADERS

This program coupled two weeks of intensive coursework at Harvard's John F. Kennedy School of Government with four-week developmental assignments within Federal, state and local government agencies. The GBFEB facilitated the placements of approximately 40 participants, representing both sides of Ireland, within local agencies. We have been active in this program since it began eleven years ago.

DIVERSITY COMMITTEE:

The GBFEB hosts a standing committee focusing on diversity and chaired by IRS Andover Site Coordinator Malcolm Callison. It encapsulates all of our former special emphasis councils. In 2006, the Committee participated in a series of "Diversity Dialogue Groups" as a means to explore their own personal opinions, thoughts and ideas surrounding a particular diversity-related issue. Some topics were controversial in nature (i.e. gay marriage amendments; separation of church and State;) and truly helped each member learn in a comfortable setting. The Committee also hosted a full-day Diversity Training Day in September entitled "Diversity: Does it Matter?" More than 400 Federal employees from about 30 Federal agencies participated and feedback was overwhelmingly positive.

EXCELLENCE IN GOVERNMENT AWARDS:

This annual recognition event continues to grow in popularity. Held on May 3, 2006 at the John F. Kennedy Presidential Library and Museum, the event recognizes superior Federal service in 13 competitive categories and celebrates public service.

For many years, we've presented two additional special awards in memory of two of Massachusetts most distinguished statesmen. The Speaker Thomas P. O'Neill, Jr. Award for Exemplary Public Service was presented to Vice Admiral Thad W. Allen, the Principal Federal Official for hurricane relief efforts. The Senator Paul E. Tsongas Award for Exemplary Community Service was presented to New England Patriots Linebacker Tedy Bruschi for his fundraising and community outreach efforts on behalf of the American Stroke Association. The Congressman John Joseph Moakley Award for Exemplary Public Service was presented to Ms. Pam Kocher, District Director for Senator John Sununu of New Hampshire.

MOAKLEY AWARD FOR EXEMPLARY PUBLIC SERVICE:

This Award is presented to a New England Congressional delegation staff in recognition of exemplary achievement. We are proud of this unique manner in which we engage our Members of Congress in the recognition process by inviting them to nominate their staff.

SUPPORT PERSONNEL AWARDS:

This 32nd annual recognition event, chaired by EPA New England Regional Administrator Bob Varney, honored the outstanding achievements of local Federal employees who support the mission of their agency. More than 650 employees were recognized in 2006.

Customer Feedback: I just wanted to let you know how much we enjoyed the award ceremony. My finalist was just thrilled to participate. I know how much work goes into something like that and I really want to thank you for making it such a special day for all participants. Every now and then I forget why I went into public service in the first place. This ceremony always makes me remember why and feel proud to be part of the Federal government.

PUBLIC SERVICE RECOGNITION WEEK:

We continue to host a Public Service Recognition Week standing committee to help us underscore the importance of recognition as a retention tool in Government. Chaired by Social Security Administration Regional Commissioner Manuel Vaz and with active involvement by the Blue Cross and Blue Shield Federal Employee Program and the Hanscom Federal Credit Union, the GBFEB hosted a series of events to personally thank Federal employees for their service.

PRE RETIREMENT SEMINAR:

We hosted our annual one-day seminar for both CSRS and FERS employees in May 2006. The seminar is in high demand as more and more individuals become eligible to retire.

Customer Feedback: This is a brief note to express my personal thanks for arranging an excellent retirement seminar. I thought that the entire day was well-organized and run professionally. The consultant was entertaining, informative and his advice was very practical. This seminar would be a worthwhile investment for any government employee.
Christopher Joyce, Technology Transfer and Marketing Specialist, US Army

SCHOLARSHIP PROGRAM:

We presented two scholarships of \$1000 in memory of two longtime local Federal employees who died in the last year. Full time Federal employees and dependents pursuing post secondary degrees were eligible. Ms. Linda Brown-Villar was an employee of the US Army Natick Soldiers Systems Command and was killed in action while serving on active duty in Iraq. FEMA's William McLaughlin was killed in an automobile accident while traveling to Louisiana for hurricane response activities. Ms. Christina Scarlatos, daughter of IRS employee Peter Scarlatos and Ms. Valerie Jones, daughter of Passport Agency employee Richard Jones, respectively, were the recipients.

TOYS FOR KIDS:

US Secret Service took the lead on behalf of the GBFEB for the 9th consecutive year, in cooperation with the Boston Police, to collect more than 6,000 toys from Federal sites across Greater Boston and benefited underprivileged children in our community.

OUTREACH TO VETERANS:

The National Archives and Records Administration took the lead on several outreach opportunities in 2006, including two separate trainings for Veterans Service Officers, on September 10 and November 10, 2006, respectively. The Executive Director provided an update on regulation and other changes recently announced by OPM. The FEB and other Federal agencies, including Department of Labor and VA, exhibited as well. It is estimated that these events each reached more than 200 people. NARA also hosted a Veterans Day Open House that highlighted Federal services. These were well-attended events that also encouraged networking with local Federal agencies have services to offer our Nation's veterans and were wonderful outreach opportunities within the community. While NARA took the lead on organizing these

events, we also received tremendous support from the Coast Guard, Army Soldiers Systems Center, Natick, the United States Postal Service and the Army Corps of Engineers.

CONSTITUTION TRAINING:

Consistent with Public Law 108-477, the GBFEB hosted training on the US Constitution on September 21 at the National Archives and Records Administration's Northeast Regional Headquarters. We also distributed electronic training recommendations to our Agencies and included an observance of this day during our Diversity Training Program on September 14.

Provide Information, Referrals and Guidance For Intergovernmental and Community Outreach

FEB MEMBERSHIP DIRECTORY:

The GBFEB published and distributed more than 500 Directories that listed the contact information for the more than 150 Federal agencies in the New England Region. These are hot commodities every year among local Federal, state, and local agencies as well as Members of Congress. We are grateful to the IRS Andover Campus for the funding the printing of these directories.

Customer Feedback: I wanted to thank the GBFEB again for the wonderful recognition. The extra effort and personal touches really made the day even more spectacular. You really went above and beyond to make me feel special. Thank you so very much.

Frank Rowe, Senior Congressional Aide

Moakley Award Recipient 2005

DEPARTMENT OF ENERGY (DOE) OFFICE CLOSING:

The GBFEB provided support services for the more than 25 DOE employee in need of placement guidance in preparation for a consolidation of DOE regional office resulting in a reduction in force. The FEB worked directly with the Regional Administrator Christine Reinfelds to market the resumes of the employees to other local Federal agencies.

Customer Feedback: The Department of Energy' Northeast Regional Office will close effective June 30, 2006..... The Federal community, through Kim Ainsworth and the GBFEB members, has been wonderfully supportive to me and the staff during this difficult time. Some of the staff found positions within other agencies. I thank you for your spirit of cooperation and willingness to help. Christine Reinfelds, Regional Administrator, US Department of Energy

OPM / EMPLOYEE ASSISTANCE PROGRAM OFFICE CLOSING:

OPM announced the closure of its one remaining Employee Assistance Program Office, located in Boston, effective October 1, 2006. The FEB worked with the EAP staff to ensure that the 35 client agencies were aware of the closure and of alternatives to contract for EAP services within their agency and with the OPM staff to ensure a smooth transition.

GPO EXPRESS PROGRAM:

The GBFEB worked with the National Sales team of the Government Printing Office to promote the new GPOExpress program within local Federal agencies. This program is a partnership with

FEDEX Kinkos that gives Federal Agencies a low-cost alternative for last minute printing and production needs.

Customer Feedback: I can't thank you enough! Your help is greatly appreciated by me and my counterparts across the Country. Getting the word out about this program to our agency customers has been our #1 priority and having your support makes our message stronger. Christine Gray, National Accounts Manager, Government Printing Office.

EMAIL DISTRIBUTION LIST:

The GBFEB maintained several active distribution lists including Board of Directors, Full Board members, Federal Executive Association and New England Federal Personnel Contacts. We continued to serve as a clearinghouse to distribute timely information and policy guidance from the White House and from key agencies such as OPM and GSA.

Customer Feedback: I just wanted to say "thank you" for all the valuable information that you send our way. If it wasn't for the informative and timely information you send out regularly we would not know about the important initiatives that are happening at the local and national levels in the Federal Government. I share your information with my network of FAA managers and HR types and keep them information as well. Keep up the good work. Diane S. Romanonsky, Manager, Technical and Administrative Support, FAA New England

NEW ENGLAND FEDERAL PERSONNEL COUNCIL:

The GBFEB continued to lead this ad hoc organization of Federal Human Resources officials. We facilitated communications and invited personnelists to participate in forums, such as the lessons learned from Hurricane Katrina briefing, throughout the year.

Customer Feedback: Thank you for assisting the US Department of Health and Human Services with distributing critical information about Medicare Part D enrollment. Federal employees are a major constituency group for us and your help has made our jobs a lot easier. Brian Cresta, Regional Director, US Department of Health and Human Services

SPECIAL FUNDRAISING EFFORTS:

Following the devastation of Hurricane Katrina, the FEB served as a continual information source for Agencies and employees interested in hosting special drives to benefit the victims. We provided guidance on not only the Code of Federal Regulations governing special fundraising activities but also logistical advice on in-kind drives. In line with the Administration's guidance, we encouraged individuals to consider pledging their money to relief and other charitable organization rather than coordinating such things as food and clothing drives.

PASSPORT DAYS:

In September 2006, the GBFEB hosted two Passport Application Days for Federal Employees to apply for passports and learn about the new requirements to take effect January 2007. There outreach activities, held in partnership with the US Postal Service, were extremely popular and beneficial for us.

DISTRIBUTION OF VACANCY ANNOUNCEMENTS:

We continued to partner with agencies to ensure that their vacancy announcements are widely distributed to a variety of constituency groups, including veterans' organization, colleges and universities

Customer Feedback: I really appreciate your efforts in sharing the information that you discover on a variety of topics. You have no idea how much this helps me keep up-to-date on issues that impact government workers. Gladean Butler, Executive Director, Dallas-Fort Worth Federal Executive Board

FEDROOMS / PER DIEM PROJECT:

The GBFEB remains actively involved with the US General Services Administration's Office of Travel Policy and its efforts to modernize the process for setting per diem rates. The new process engages the Federal Executive Boards and industry partners to gather information on local travel trends and local travel data. Boston also is actively involved with marketing GSA's FEDROOMS initiative, the US government's corporate lodging program.

INTRODUCTION TO THE FEDERAL GOVERNMENT MARKET:

As another form of community outreach, the GBFEB hosted two educational forums for hotel industry partners to provide an overview of meeting and travel planning in the Federal sector. Topics included local and national trends and Federal regulations.

FEDERAL EXECUTIVE ASSOCIATIONS:

The GBFEB continues to be involved to the extent possible with Federal Executive Associations in the six New England States.

Conclusion:

We are pleased with the ongoing support and active involvement of our Board of Directors. Thanks to our Board of Directors, and outstanding leadership, 2006 was another exceptional year.